

2023



July / August Cycle

Information Bulletin

for

Accreditation with

National Board of Examinations in

Medical Science

for

◆ Diploma courses in Broad Specialties*

- Anesthesiology
- Obstetrics & Gynaecology
- Paediatrics
- Family Medicine
- Ophthalmology
- Otorhinolaryngology (ENT)
- Radio Diagnosis
- Tuberculosis & Chest Disease
- Emergency Medicine

*The above nine Diploma qualifications are recognized qualifications as per the Gazette of India notification dated 06-08-2020.

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IMPORTANT DATES

Table 1

| | |
|--|------------|
| Start Date for online submission of the application form | 04/07/2023 |
| Last Date for online submission of the application form | 31/08/2023 |
| Last Date for receipt of the Hard Copy of the application form at NBEMS Office. | 15/09/2023 |

1. Introduction

National Board of Examinations in Medical Sciences (NBEMS) was established in 1975 by the Government of India with the prime objective of improving the quality of Medical Education by establishing high and uniform standards of postgraduate examinations in modern medicine on All India basis. NBEMS conducts post graduate and post-doctoral examinations in approved disciplines leading to the award of Diplomate of National Board (DNB) and Fellow of National Board (FNB).

The setting up of a National Body to conduct post graduate medical examination and training has provided common standards and mechanism of evaluation of minimum level of desired knowledge and competencies and fulfilment of the objectives for which postgraduate courses has been started in medical institutions.

RECOGNITION OF NBEMS DIPLOMA QUALIFICATION*

The NBEMS Diploma qualifications awarded by the National Board of Examinations in Medical Sciences are recognized medical qualifications approved by the Government of India as per The Gazette of India notification dated 06-08-2020. **(Annexure 1)**

2. NBEMS Diploma Courses

National Board of Examinations in Medical Sciences will administer the following Post MBBS 2 Years NBEMS Diploma courses:

Post MBBS Diploma Courses

Table 2

| S. No. | Specialty | Name of the Qualification |
|--------|------------------------------|---------------------------|
| 1 | Anesthesiology | DA (NBEMS) |
| 2 | Obstetrics & Gynaecology | DGO (NBEMS) |
| 3 | Paediatrics | DCH (NBEMS) |
| 4 | Family Medicine | D Fam. Med. (NBEMS) |
| 5 | Ophthalmology | DO (NBEMS) |
| 6 | Otorhinolaryngology (ENT) | DLO (NBEMS) |
| 7 | Radio Diagnosis | DMRD (NBEMS) |
| 8 | Tuberculosis & Chest Disease | DTCD (NBEMS) |
| 9 | Emergency Medicine | DEM (NBEMS) |

3. Applying for Accreditation with NBEMS

A. General Instructions

- 3.1. National Board of Examinations in Medical Sciences (NBEMS) accredits hospitals/institutions for running Post MBBS 02 years Diploma courses in nine Broad specialties.
- 3.2. The hospitals/institutions willing to run any of these courses can apply for Accreditation with NBEMS.
- 3.3. The hospitals running three years DNB courses in any of the nine specialties can also apply for Diploma Courses with the same infrastructure. However, the faculty which has been considered for the DNB course will not be considered for the Diploma course i.e. **the applicant hospital shall be required to have separate faculty for the Diploma courses.**
- 3.4. MCI/NMC courses and NBEMS Diploma course cannot run concurrently in the same specialty in the same hospital as they share same beds, resources and faculty.
- 3.5. The grant of accreditation is solely at the discretion of NBEMS and subject to the fulfilment of the minimum Accreditation criteria prescribed by NBEMS.
- 3.6. Mere online registration of the applicant hospital/ online submission of the application form/ payment of accreditation fee/ fulfilment of the prescribed accreditation criteria does not render an applicant hospital/institute eligible for the grant of accreditation or imply that NBEMS must accredit the applicant hospital/institute.
- 3.7. NBEMS reserves its absolute rights to alter/modify/delete/amend any or all of the criteria as given in this information bulletin at any stage during the process.
- 3.8. Applicant hospital/institute shall have no rights or equity in their favour merely because they have submitted their application seeking accreditation with NBEMS.
- 3.9. Applicant hospitals/institutes are required to study the information bulletin and instructions for fulfilment of eligibility criteria before submitting the application form.
- 3.10. Instructions in this information bulletin are liable to be changed based on the decision(s) taken by NBEMS from time to time. Please refer to the NBEMS website www.natboard.edu.in for updates.

- 3.11.** The existing schedule, pattern, policy and guidelines for accreditation are for ready reference only but are not to be treated for the fact that the NBEMS is bound to follow the same in future. In case of any ambiguity in interpretation of any of the instructions/terms / rules / criteria regarding the determination of eligibility / grant of accreditation/any of the information contained in the information bulletin, the interpretation of NBEMS shall be final and binding on all the parties. NBEMS reserves its rights to relax any of the criteria/clause if so deemed appropriate in case of grant of fresh/renewal accreditation.
- 3.12.** Submission of false information or fabricated records for the purpose of seeking accreditation may lead to disqualification for accreditation and debarment from seeking accreditation in future as well.
- 3.13.** Applications of applicant hospitals/institutes seeking accreditation with NBEMS which do not fulfil the minimum criteria prescribed, may be summarily rejected by NBEMS at Pre - Assessment stage.
- 3.14.** The grant of accreditation by NBEMS is purely provisional and is governed by the terms and conditions as stated in the accreditation agreement. A copy of the same will be sent across to the hospital after it has been accredited by NBEMS.
- 3.15.** Applicant hospital/institute may kindly note that use of any agent or agency or any party who is not an employee or office bearer of the applicant hospital/institute for the purpose of preparing, drafting, submitting and/or representing the applicant hospital/institute is strictly prohibited. In the event of such an instance been brought to the notice of NBEMS, NBEMS reserves its absolute right to summarily reject the application besides further action as may be deemed appropriate including but not limited to debarment from filing application seeking accreditation in future.
- 3.16.** Statements made by the applicant hospital shall be certified by the Head of the Institute at appropriate place and the claims made in the application shall be supported by relevant document(s).
- 3.17.** Applications submitted by the hospital/institute not found to be compiled in accordance with the prescribed guidelines may not be processed.
- 3.18.** The applicant hospitals are required to provide correct, updated and factual information at the time of online submission of the application form. Additional information is required to

be furnished by the applicant hospitals whenever sought by NBEMS or if there are changes in the faculty or infrastructure of the applicant hospitals pursuant to the submission of the application form.

3.19. Request for change in the specialty/clubbing of applications will not be considered under any circumstances.

3.20. The application form has to be submitted as per the guidelines for application forms completion, printing and submission as contained in this information Bulletin and **Online Accreditation Application Portal**.

3.21. The applications for accreditation of a hospital/institute for NBEMS Diploma courses shall be invited twice a year as per the following schedule:

- January/February Application Cycle
- July/August Application Cycle

3.22. The jurisdiction for any dispute shall be at New Delhi only.

B. Online Accreditation Application Portal

3.23. Applicant hospitals/institutes shall be required to submit the application form online through *Online Accreditation Application Portal (OAAP)* as per the steps indicated below.

- **Create a User – Online** ([Click here for details](#))



- **Create a profile of the applicant hospital – Online. The hospital profile will be verified by NBEMS. The applicant hospital cannot submit the application unless the profile is verified by NBEMS.** ([Click here for details](#))



- **Fill the online application form –** ([Click here for details](#))



- **Complete the application form and upload Annexure - Online**



- **Fee payment through online payment portal – Online**



- **Print and submit the hard copy of the Application form – Offline**

C. Application Compilation & Submission

3.24. The application submission is a two-step process comprising of:

- Online submission of the application form as indicated in para 3.23
- Submission of hard copy of the application form as indicated in para 3.25, 3.26 & 3.27

3.25. On successful online submission of the application form, the hospital shall be able to take print outs of the application form and the annexures that have been uploaded.

3.26. The applicant hospital shall be required to submit the duly signed & stamped hard copy print-outs of the application form along with the necessary annexures, covering letter and the payment receipt.

3.27. The hard copy of the application form should reach NBEMS office at the following address latest by 15-09-2023. Applications received thereafter shall not be considered.

To,
Accreditation Department
National Board of Examinations in
Medical Sciences,
Medical Enclave,
Ansari Nagar, New Delhi -110029

Mere online submission of the application form without submission of the hard copy shall render the application as **'non-submitted'**.

D. Accreditation Fee

3.28. Applicant hospital/institute seeking fresh accreditation or renewal of accreditation in any specialty are required to pay an accreditation fee of Rs. 2,00,000/- **Plus GST @18%** for **each** specialty. The online application form fee for each specialty is Rs. 3,000/- **Plus GST @5%**.

The application fee to be paid for each application form is tabulated below:

Table 3

| | |
|--------------------------------------|----------------|
| Accreditation Fee for each Specialty | Rs 2,00,000/-* |
| GST @ 18% on Accreditation fee | Rs. 36,000/- |
| Application Form Fee | Rs. 3,000/- |
| GST @ 5% on Accreditation fee | Rs. 150/- |
| Total fee to be paid per specialty | Rs. 2,39,150/- |

*Defence Institutions are exempted from submitting Accreditation Fees of Rs. 2,00,000/-. However, the Application Form Fees of Rs. 3,000/- + GST @ 5% shall be required to be paid.

3.29. Applicant hospital/institute shall be able to pay the above-mentioned fee only through Online Payment Portal of NBEMS. Payment made through any other portal shall not be accepted.

3.30. The application form shall only be considered as successfully submitted only if the accreditation fees has been paid successfully to NBEMS. NBEMS shall not be responsible for any transaction failure or delay in processing of transaction.

3.31. Partial *refund of Accreditation Fee* is admissible under following conditions:

Table 4

| Refund of Accreditation Fee admissible* | Terms & Conditions |
|---|---|
| 90% of total fee [#] | <ul style="list-style-type: none"> If the application is withdrawn by the applicant hospital/institute within 4 weeks of |

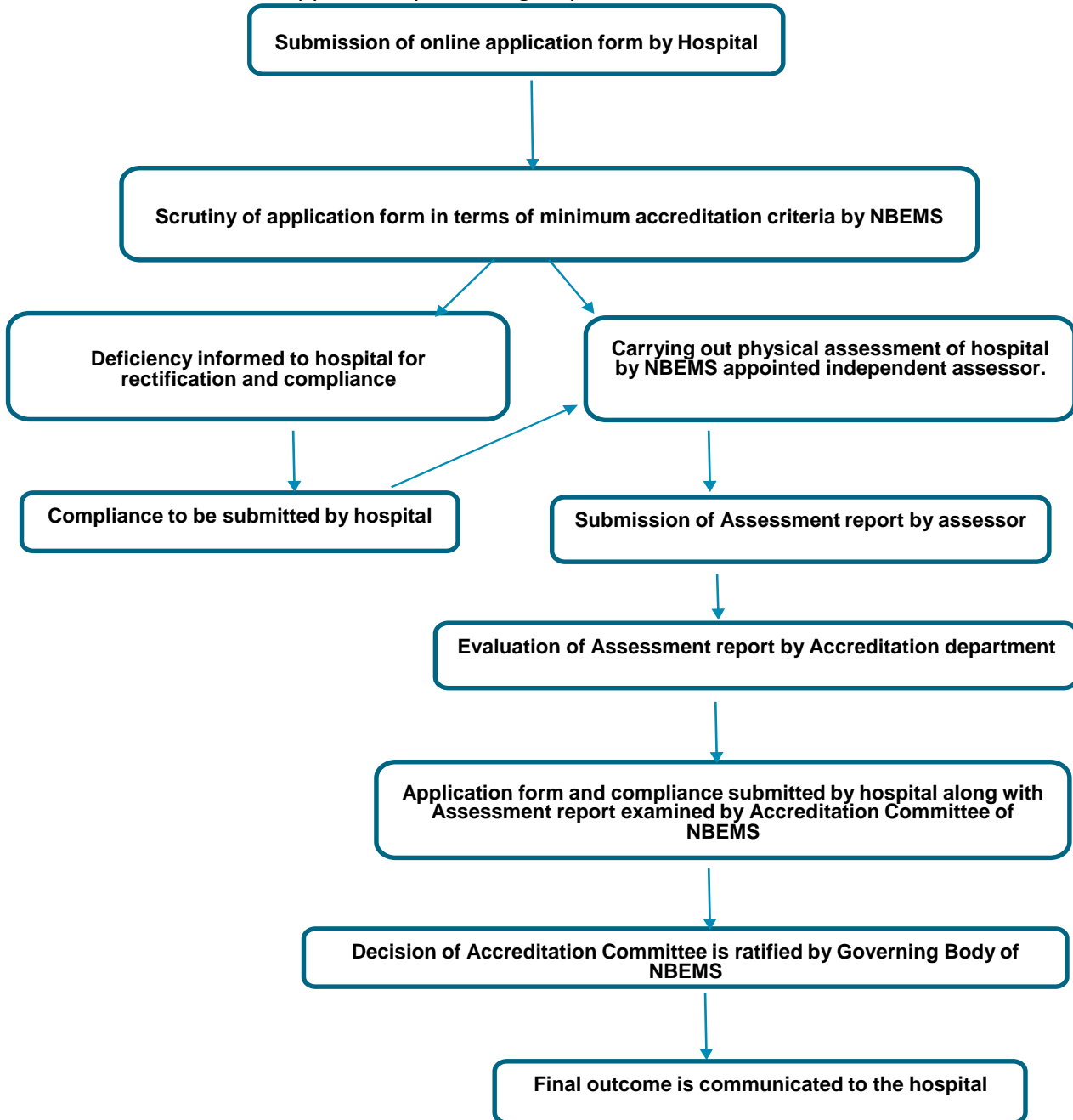
| | <p><i>the last date of online application submission to NBEMS.</i></p> <ul style="list-style-type: none"> Incomplete application which is summarily rejected without subjecting it to a detailed “Pre-assessment processing”. | | | | | | | | | | | | |
|--|---|----------------|---------------|----------------|--------------|----------------------------------|---------------|-------------|---------------|----------------------------------|---------------|-------------|---------------|
| 50% of total fee# | <ul style="list-style-type: none"> If the application is withdrawn by the applicant hospital / institute after <i>4 weeks of the last date for online application submission to NBEMS</i> but before the assessment of the applicant department by NBEMS appointed assessor. If the application is rejected at pre-assessment level (prior to assessment of the department by NBEMS appointed assessor) due to non-fulfilment of minimum accreditation criteria and/or the hospital fails to submit definite compliance within stipulated time (if so required) to the Pre - Assessment deficiencies communicated to the hospital by NBEMS. | | | | | | | | | | | | |
| No refund shall be admissible | <ul style="list-style-type: none"> Once the assessment of the applicant department has been conducted by NBEMS | | | | | | | | | | | | |
| <p>* Application Form Fee of Rs. 3,000/- + GST @ 5% on Application Form Fee (i.e. a total of Rs. 3150/-) is non-refundable under any circumstance.</p> <p># GST paid by the hospital shall be refunded proportionately. For Example:</p> | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Refundable Fee</th> <th>Amount</th> <th>GST Refundable</th> <th>Total Refund</th> </tr> </thead> <tbody> <tr> <td>90% of Accreditation fees</td> <td>Rs.1,80,000/-</td> <td>Rs.32,400/-</td> <td>Rs.2,12,400/-</td> </tr> <tr> <td>50% of Accreditation fees</td> <td>Rs.1,00,000/-</td> <td>Rs.18,000/-</td> <td>Rs.1,18,000/-</td> </tr> </tbody> </table> | | Refundable Fee | Amount | GST Refundable | Total Refund | 90% of Accreditation fees | Rs.1,80,000/- | Rs.32,400/- | Rs.2,12,400/- | 50% of Accreditation fees | Rs.1,00,000/- | Rs.18,000/- | Rs.1,18,000/- |
| Refundable Fee | Amount | GST Refundable | Total Refund | | | | | | | | | | |
| 90% of Accreditation fees | Rs.1,80,000/- | Rs.32,400/- | Rs.2,12,400/- | | | | | | | | | | |
| 50% of Accreditation fees | Rs.1,00,000/- | Rs.18,000/- | Rs.1,18,000/- | | | | | | | | | | |

3.32. The fees for accreditation will not be carried forward to a future date and/or for another application.

3.33. Application form submitted to NBEMS without payment of Accreditation Fees including GST shall not be processed.

E. Processing of Application:

3.34. The application processing sequence is shown as follows:



3.35. Grossly incomplete applications or applications not fulfilling the minimum accreditation criteria shall be closed at Pre assessment level i.e. without undertaking any physical assessment/ inspection of the applicant hospital.

3.36. **Compliance submission to Pre - Assessment Deficiencies:** The applicant hospital shall be permitted to submit to NBEMS the compliance to deficiencies noted in pre-assessment processing of the applications.

3.37. Assessment of the applicant hospital: NBEMS shall be appointing an assessor to undertake the physical assessment /inspection of the hospital with regards to infrastructure, facilities, faculty, patient load and other related information. The assessment schedule will be intimated to the applicant hospital 2 weeks in advance. The exact date of physical assessment along with the details of NBEMS appointed assessor shall be informed to the applicant hospital 1-2 days prior to the date of assessment/inspection.

3.38. Post Assessment Processing: Application form and the documents submitted by the hospital along with the assessment report of NBEMS appointed assessor shall be placed before the NBEMS Accreditation Committee.

3.39. The decision of the Accreditation committee shall be communicated to the hospital after it is approved by Governing Body of NBEMS.

3.40. It usually takes 6-9 months to complete the processing of the application form (from the date of receipt of the hard copy of the application form at NBEMS till approval from the Governing Body, NBEMS and communication of the final outcome to the applicant hospital).

3.41. The accreditation, if granted by NBEMS, is purely provisional and is valid for a period of up to five years. Once the accreditation is granted to the applicant hospital in any specialty, the hospital will be required to sign an Accreditation Agreement which contains the various terms & conditions applicable to the accredited hospital. A copy of Sample Accreditation Agreement can be seen at **Annexure 2**. The applicant hospital may note that the grant of accreditation is purely provisional and non-compliance of the Accreditation Agreement shall lead to withdrawal of accreditation by NBEMS.

3.42. Annual Review of Accreditation:

- NBEMS shall undertake an annual review of the accredited department in the 3rd year of the accreditation cycle, to ensure that the hospital is complying with the terms & conditions of the Accreditation Agreement and is fulfilling the minimum NBEMS accreditation criteria.
- The accredited Post MBBS Diploma seat of a department may be excluded from the counselling seat matrix if the hospital fails to successfully complete the annual review of the concerned specialty.

4. Minimum Accreditation Criteria

(I). The Applicant Hospital

A. Clinical establishment:

- 4.1.** The applicant Hospital/Institute should be a clinical establishment having requisite infrastructure of minimum prescribed beds providing comprehensive OPD and IPD based medical services *in a single campus*. Any clubbing of infrastructure, facilities and faculty of multiple hospitals/units of the applicant hospital is not permitted for seeking accreditation in the name of the applicant hospital.
- 4.2.** The applicant hospital should have a minimum of 02 years of standing in clinical establishment before it can be considered for commencement of NBEMS Diploma courses. However, the hospital can apply for seeking accreditation with NBEMS after completing 01 year in clinical operations. Years in clinical operation should be substantiated with supportive documents such as certificate of registration of the applicant hospital under applicable acts & rules. Failure to substantiate the minimum required period in clinical operations (i.e. at least 01 year by the last date of application submission) with supportive documents shall invite closure of the application.
- 4.3.** Mandatory regulatory / licensing approvals and all statutory requirements / clearances should have been obtained from appropriate administrative authorities / State Government / Central Government / Pollution Control Board Certificate / Municipal corporations and various councils. It shall be the responsibility of the hospital to obtain the necessary clearances and NBEMS shall not be responsible if the hospital fails to obtain or comply any required mandatory certifications such as, but not limited to:
- *Certificate of Registration of the hospital under applicable Acts and Rules**
 - *Pollution Control Board Certificate issued by State Government for Biomedical waste Management**
 - *Valid Fire Safety Certificate from State Fire Department*
 - *Building Complex Occupancy Certificate*
 - *Certificate of Incorporation of Parent Company/ Certificate of Registrar of Society (if applicable)*
 - *AERB approval for operations of Medical Diagnostic Equipments (X-rays, CT Scan, MRI, PET Scan, Linear Accelerator etc.)*
 - *Certificate issued by State Government to the agency which is authorised for Bio-Medical waste management of the applicant hospital*
 - *Other regulatory approvals which may be specific to the specialty applied for seeking accreditation*

B. Bed strength of the applicant hospital

- 4.4.** Hospitals having a minimum of 100 operational beds are eligible to seek accreditation with NBEMS for Diploma courses as indicated in Table 2 at page no. 4. However, hospitals which are exclusive centres for Ophthalmology should have minimum of 10 operational beds for being considered for accreditation for Diploma course in Ophthalmology.
- 4.5.** The **total number of operational beds** in the hospital (as claimed to be authorized for commissioning) has to be certified with supportive documents such as “*Consent to Operate*” authorization from State Pollution Control Board (SPCB).
- 4.6.** The *consent to operate* for claimed total beds **should have been granted by SPCB before the last date of application submission**. Applications submitted to SPCB for seeking consent for expansion of beds or consent granted by SPCB for expansion shall not be considered in lieu of *consent to operate* certificate issued by SPCB. Failure to substantiate the claimed number of total operational beds in the hospital with supportive documents shall invite closure of the application.

(II). Requirements in applicant departments

A. Beds in the applicant department/specialty of the hospital:

4.7. While the applicant hospital should be having at least 100 operational beds (except for Diploma in Ophthalmology), the requirement of beds in the specialty/department for each of the nine NBEMS diploma courses is tabulated below:

Beds & other Infrastructural requirement for NBEMS Diploma courses

Table 5

| Departments | Minimum Beds required in the department |
|---|--|
| <ul style="list-style-type: none"> • Obstetrics & Gynaecology | 20 Beds |
| <ul style="list-style-type: none"> • Tuberculosis & Chest Disease | 20 Beds |
| <ul style="list-style-type: none"> • Paediatrics | 20 beds |
| <ul style="list-style-type: none"> • Family Medicine | <p>40 Beds</p> <ul style="list-style-type: none"> • 10 beds each in General Medicine, General Surgery, Obstetrics & Gynaecology, and Paediatrics. • Beds for Family Medicine Diploma courses may overlap with other specialties. For example: 150 bedded hospitals with 20 beds each in General Medicine, General Surgery, Paediatrics and Obstetrics & Gynaecology may seek accreditation for diploma courses in all the respective specialties and also in Family Medicine. • The Paediatrics or General Medicine Department shall be the nodal department for Family Medicine. |

| Departments | Minimum Beds required in the department |
|--|--|
| <ul style="list-style-type: none"> • Anaesthesiology • Radio Diagnosis | <p>Reference is made to optimal case load in clinical disciplines and associated labs and facilities.</p> <p>Essential equipments and specialty specific modalities required should be available. In certain disciplines, access to IPD services and operative infrastructure shall be assessed.</p> <p>For NBEMS Diploma in Radio Diagnosis, the department of Radio Diagnosis should be an integral part of the hospital and must have the following imaging modalities:</p> <ul style="list-style-type: none"> • CR/DR • Ultrasound including colour Doppler • Spiral / multi slice CT <p>The department of Radio Diagnosis should be in possession of all regulatory clearances namely AERB / Bio-medical radioactive waste management / radiation physics and radiology workstation.</p> |
| <ul style="list-style-type: none"> • Ophthalmology | 10 beds |
| <ul style="list-style-type: none"> • Otorhinolaryngology (ENT) | 10 beds |
| <ul style="list-style-type: none"> • Emergency Medicine | <ul style="list-style-type: none"> • Minimum bed requirement in the emergency department should be 11 beds of which, there should be 1 triage bed, 3 beds with all resuscitative facilities (including ventilators) for 'red' category, 5 beds for 'yellow' category and 2 beds for 'green' category patients. • All 11 beds should have bed-side monitoring facilities. • At least 10 ICU beds in the hospital of which minimum 3 should be ventilated beds. • Round-the-clock availability of cardiac biomarkers (troponin, D-dimer, BNP/NT-ProBNP), arterial blood gas, hemogram within hospital, preferably in ED. • At least one ultrasound machine with linear, curvilinear and echo probes to be available in the ED round-the-clock. |

B. Faculty in the applicant department/specialty

4.8. The applicant hospital should have minimum required faculty in each applicant department.

4.9. The applicant department should have **01 Senior Consultant** or **02 Junior Consultants** for being considered eligible for Diploma courses.

- **Sr. Consultant:** Should have a minimum of 5 years of experience after qualifying MD / MS/ DNB or equivalent in the specialty concerned.
- **Jr. Consultant:** Should have a minimum of 2 years of experience after qualifying MD/ MS/ DNB or equivalent in the specialty concerned.
- The qualification in the specialty should be a recognized qualification as per the provisions of IMC/NMC Act.

4.10. The minimum eligible qualifications & experience to qualify as Senior or Junior consultants for different NBEMS Diploma courses is tabulated as below:

Table 6

| Minimum Eligible Qualification & Experience of Faculty for Diploma courses | | | |
|--|--|---|-------------------|
| Specialty | Minimum Eligible Qualification(s) | Minimum Experience after PG in Minimum Eligible Qualification | |
| | | Senior Consultant | Junior Consultant |
| Anaesthesiology | DNB/MD (Anaesthesiology) or equivalent | 5 Years | 2 Years |
| Obstetrics & Gynaecology | DNB/MS/MD (Obstetrics & Gynaecology) or equivalent | 5 Years | 2 Years |
| Ophthalmology | DNB/MS/MD (Ophthalmology) or equivalent | 5 Years | 2 Years |
| Otorhinolaryngology (ENT) | DNB/MS (ENT) or equivalent | 5 Years | 2 Years |
| Paediatrics | DNB/MD (Paediatrics) or equivalent | 5 Years | 2 Years |

| | | | | |
|---|---|--|------------------------------------|------------------------------------|
| Radio Diagnosis | | DNB/MD (Radio Diagnosis) or equivalent | 5 Years | 2 Years |
| Tuberculosis & Chest Disease | | DNB/MD (Tuberculosis & Respiratory Diseases /Respiratory Diseases/ Pulmonary Medicine) or equivalent | 5 Years | 2 Years |
| Family Medicine | | DNB / MD / MS (Family Medicine, General Medicine, Paediatrics, General Surgery or Obstetrics & Gynaecology) or equivalent | 5 Years | 2 Years |
| Emergency Medicine | One Sr. Consultant Or Two Jr. Consultants | MD / DNB Emergency Medicine | 5 Years (In Emergency Medicine) | 2 Years (In Emergency Medicine) |
| | OR | | | |
| | Two Jr. Consultants | One Jr. Consultant with MD / DNB Emergency Medicine Qualification having 2 years of Emergency Medicine experience And Another Jr. Consultant with MD / DNB Anaesthesiology / General Medicine/ General Surgery or equivalent having 5 years of experience in respective speciality* | | |
| | <p>The applicant hospital has to fulfil any of the above 3 options in totality.</p> <p>*The faculty after being considered for Emergency Medicine will leave the parent department of Anaesthesiology/ General Medicine/ General Surgery and becomes part of Emergency Medicine department. An undertaking to this effect has to be submitted by the faculty and the hospital along with the application form stating that the faculty will leave his/her parent department and will join the Emergency Medicine department on full time basis if the accreditation is granted by NBEMS for Diploma – Emergency Medicine.</p> | | | |

4.11. All the applicant hospital/Institute for Family Medicine Diploma course shall have at-least one faculty each in General Medicine, General Surgery, Paediatrics and Obstetrics &

Gynaecology. Faculty with MD/DNB –Family Medicine may replace one of the faculty of General Medicine or Paediatrics.

- 4.12.** Faculty counted for the purpose of accreditation in Family Medicine, shall also be counted for as faculty for accreditation in their respective specialties also. Overlapping of faculty is allowed for Family Medicine Diploma courses. For eg: The faculty counted for the purpose of Paediatrics Diploma course shall also be eligible as faculty for Family Medicine Diploma Course.
- 4.13.** Proposed faculty in the applicant department shall be required to submit a declaration form in the prescribed format while submitting application to NBEMS. The duly filled declaration form has to be uploaded at the time of online submission of the application form.

[Click here for the format of Faculty Declaration Form](#)

- 4.14.** The applicant hospital shall be required to verify the correctness and veracity of each content of faculty declaration forms and endorse the same as true and correct. The applicant hospital shall be equally responsible besides the faculty himself/herself for any misdeclaration or misstatement, in the event of declaration turning out to be either incorrect or any part of this declaration subsequently turning out to be incorrect or false.
- 4.15. Full time status of Faculty:** As per NBEMS criteria, the applicant hospital shall be the principal place of working of the consultant who is proposed as faculty for the programme. Faculty should declare to work 'full time' in the applicant hospital and the same has to be confirmed in the faculty declaration form.
- 4.16.** Part time and visiting consultant shall not be considered as a faculty for Diploma courses and shall not be counted towards minimum required faculty for the purpose of accreditation of the applicant department.
- 4.17. A)** NBEMS shall verify the full-time status of faculty in the hospital concerned through a set of documents including but not limited to, declaration form of the faculty, Form-16/16A, Form-26AS, Salary/Bank statements, HIS data, Agreements & affidavits or any other document as deemed fit by NBEMS.

B) Documents to be submitted: The following documents have to be submitted by the applicant hospital in support of the proposed faculty being working full-time at the applicant hospital:

- i. **Form-16/16A** of the proposed faculty downloaded from TRACES website or

provided by the employer – Mandatory to be submitted

- ii. **Form-26AS** of the proposed faculty downloaded from TRACES website – Optional
- iii. **Bipartite Agreement and affidavits** – In case the proposed faculty is not willing to submit Form-26AS, the applicant hospital will be required to submit to NBEMS a Bipartite Agreement and affidavits as a proof of working of the proposed faculty on full-time basis in the applicant hospital. A separate Bipartite Agreement and affidavits have to be submitted for each proposed faculty. The Bipartite Agreement and the affidavits can be seen at <https://accr.natboard.edu.in/> under the link Downloads.

[Click here to view the Bipartite Agreement and affidavits](#)

- iv. **Tripartite Agreement and affidavits** - In case of the applicant hospital having faculty members who are getting their Form-16/16A from parent office of the applicant hospital/ outsourcing agency (engaged by the applicant hospital), the applicant hospital will be required to submit to NBEMS a Tripartite Agreement and affidavits as a proof of working of the proposed faculty on full-time basis in the applicant hospital. The Tripartite Agreement and the affidavits can be seen at <https://accr.natboard.edu.in/> under the link Downloads.

Such faculty members are not required to submit the Bipartite Agreement and affidavits.

[Click here to view the Tripartite Agreement and affidavits](#)

- a. For faculty working in the applicant hospital on outsourcing basis*
- b. For faculty whose Form-16 is generated by the parent office, the address of parent office being different from the address of the applicant hospital*

Faculty will not be considered for the purpose of accreditation in case the above documents are not submitted by the applicant hospital to NBEMS.

4.18. Changes in Faculty Status: The applicant department once accredited with NBEMS is required to maintain the minimum required faculty position at all times. However, under extreme circumstances if the Faculty present at the time of accreditation is to be replaced, the same has to be carried out within 3 months, under intimation to the NBEMS.

4.19. In case of any change in faculty during the accredited period, it shall be required to induct only eligible faculty as a replacement of faculty who has left. Lack of faculty due to any reason would be communicated to NBEMS within 15 days. Failure to appoint alternative faculty shall lead to withdrawal of accreditation and relocation of the ongoing trainees. This situation would also 'red flag' the hospital/institute for further accreditations.

Newly introduced faculty in the accredited department shall be required to submit his/her declaration form in the prescribed format with supportive documents such as Additional Qualification Registration Certificate (AQRC), Form 26AS/Bipartite Agreement /Tripartite Agreement (para 4.17), letter of appointment issued by the accredited hospital and relieving letter from last employer.

4.20. The applicant hospital shall maintain details of its full-time faculty for NBEMS Diploma courses on its official website indicating their designations and time period of availability in the hospital.

4.21. Grant of Diploma Seats: Subject to fulfilment of the minimum accreditation criteria, the maximum number of seats that can be granted to the applicant hospital in the concerned specialty are:

Table 7

| Faculty | Maximum Diploma Seats* |
|----------------------|-------------------------------|
| 1 Senior Consultant | 2 |
| 2 Junior Consultants | 2 |

* The decision of NBEMS shall be final in this regard.

4.22. There is no requirement of a MoU for teaching basic sciences to the Diploma trainees. The concerned faculty for the Diploma courses shall teach the trainee in the basic sciences as applicable to the concerned specialty as per availability of local resources in the hospitals.

C. Patient Load in the applicant department/specialty

- 4.23.** The applicant department should have minimum required patient load in OPD registrations and/or IPD admissions as tabulated below. The hospital shall be required to furnish the total patient load in the department for last 02 years in the application form.
- 4.24.** In surgical disciplines, details of surgical case load shall be required for the last 02 years in terms of major and minor surgeries performed by the department, as mentioned in the application form for the concerned specialty. Spectrum of clinical/surgical diagnosis available in the department for last 02 years shall be required to be furnished in the application form.
- 4.25.** NBEMS may verify the patient load data furnished in application submitted with supportive documents such as HIS records, OT registers etc.

Patient Load requirements for Diploma courses:

Table 8

| Departments | Minimum Patient Load per year |
|--|---|
| <ul style="list-style-type: none"> • Paediatrics • Tuberculosis & Chest Disease • Otorhinolaryngology (ENT) | <ul style="list-style-type: none"> • Total OPD: 2500 • Total IPD: 500 |
| <ul style="list-style-type: none"> • Obstetrics & Gynaecology | <ul style="list-style-type: none"> • Total OPD: 2500 ☐ Total IPD: 500 • A total of 500 procedures (Major and Minor combined) per annum should be performed in the applicant department. Out of 500 procedures, obstetrical component shall be 300 per year & gynaecological component shall be 200 per year. • The applicant department shall have minimum of 150 normal vaginal deliveries per annum. |

| Departments | Minimum Patient Load per year |
|---|--|
| <ul style="list-style-type: none"> Ophthalmology | <ul style="list-style-type: none"> Total OPD: 2500 IPD: Primarily Day Care/ Consultation based Specialty; Department should have adequate surgical case load and spectrum of diagnosis to support PG teaching & training. The applicant department shall perform minimum of 500 major surgeries per year. |
| <ul style="list-style-type: none"> Family Medicine | <ul style="list-style-type: none"> Total OPD: 5000 Total IPD: 1000 <p>(This is inclusive of OPD & IPD load in General Medicine, General Surgery, Paediatrics and Obstetrics & Gynaecology)</p> |
| <ul style="list-style-type: none"> Anaesthesiology | <ul style="list-style-type: none"> The department shall have adequate number of operation theatres. The following departments shall be available In-house: <ol style="list-style-type: none"> Obstetrics & Gynaecology General Surgery/Orthopaedics (Any one) ICU – Minimum 10 beds ICU inclusive of all specialties Ophthalmology/ENT (Desirable) Pain clinic (Desirable) Departments should have adequate case load and case mix (spectrum of diagnosis) in all essential modalities to support PG teaching & training. |
| <ul style="list-style-type: none"> Radio Diagnosis | <p>The department of Radio Diagnosis should be an integral part of the hospital and must have the following imaging modalities:</p> <ul style="list-style-type: none"> CR/DR Ultrasound including colour Doppler Spiral / multi slice CT |
| <ul style="list-style-type: none"> Emergency Medicine | <p>4000 to 6000 visits in the casualty and emergency of the applicant hospital.</p> |

D. Physical Facilities & Supportive Services

4.26. Out Patient Department: The applicant hospital should possess adequate space for:

- Registration of patients along with facilities for centralized & computerized record keeping with proper indexing (such as HIS data etc.)
- Adequate number of rooms for examining the patients in privacy.
- Case conference room/teaching room in OPD area

4.27. In-Patient Department: The hospital should possess adequate space for doctor's duty room with adequate facilities for toilet, adequate space for each bed and in between, for side laboratory, for clinical investigations and separate room for clinical conference (ward teaching) etc.

4.28. Emergency Medical/ Critical Care: The applicant hospital should have 24 hours emergency and critical care services having adequate number of beds with supportive facilities for resuscitation and good medical cover, including Emergency Surgery O.T., ICU etc.

4.29. OT Complex: Hospitals seeking accreditation with NBEMS in surgical specialties should have:

- Adequate number of operation theatres: Modular/Major/Minor
- Essential Surgical & Anaesthesia equipments in OT, Post Op Care area and Intensive Care units
- Anesthesiologists both for the hospital service and training of candidates
- Other Allied Health/Para medical staff
- Intensive Care Unit for surgical emergencies/critical care of patients
- Post-operative ward/Recovery Area
- Simulation/Skill Lab based hands on training provisions for training of NBEMS trainees

4.30. Supportive Services: The applicant hospital should have provisions for necessary supportive services for patient care as well as for training of NBEMS Diploma trainees such as:

- Radiology & Essential Imaging modalities
- Clinical Biochemistry
- Clinical Haematology
- Clinical Microbiology
- Surgical Pathology/Histopathology, Cytology
- Blood Bank/Storage
- Dietetics department with qualified dietician
- CSSD
- Medical Record Department
- Any special diagnostic or therapeutic support service required for the applicant department

5. Guidelines for Accredited Hospital

A. Fee to be paid by the Trainee:

5.1. The Annual course fee prescribed by NBEMS for its courses and payable by the trainee is as follows:

Table 9

| Head | Charges (in INR) per year |
|-----------------------|---------------------------|
| Tuition fees | 75,000/- |
| Library fees | 15,000/- |
| Annual Appraisal fees | 15,000/- |
| Accommodation Charges | 20,000/- |
| Total | 1,25,000/- |

- Tuition fees: The tuition fees shall cover the cost incurred for accreditation, institutional DNB office, infrastructure and HR, training, teaching & research expenses, guest lecture, administrative support expenses.
 - Library fee: Library fees shall cover the provisions made by the hospital for subscription of journals and purchase of textbooks for trainees.
 - Annual appraisal fees: The appraisal fees shall cover the arrangements made for the purpose of appraisal of trainees and examiner remuneration.
 - Accommodation charges: Electricity and other consumables can be charged on actual basis by the hospital depending upon institutional policy. The accommodation charges cannot be levied if the accredited hospital is not providing accommodation to the trainees.
- 5.2. The Annual Course fee shall be collected by NBEMS on annual basis for entire training period of a trainee. The training charges and fee guidelines shall be as per public notice dated: 15-01-2021 and can be seen at **Annexure 3**. The disbursement of course fee to the concerned accredited hospital/institute shall be as per the above referred public notice.
- 5.3. The accredited hospital cannot charge any other fees like capitation fees, security deposit, security bond, and caution bond in the form of cash, fixed deposit, bank guarantee, and agreement by any instrument whatsoever. However, Government Hospitals can implement a service bond.

B. Stipend Guidelines

5.4. Paying stipend to the Diploma Trainees is compulsory.

5.5. According to the NBEMS stipend policy, **the hospital shall have to pay the Diploma Trainee a basic stipend prescribed by NBEMS or basic stipend according to State Government policy (whichever is higher):**

Minimum stipend prescribed by NBEMS for Post MBBS Diploma:

Table 10

| Year of DNB Training | Stipend (in INR) per month |
|----------------------|----------------------------|
| First Year | 35,000/- |
| Second Year | 37,000/- |

5.6. The phrase “*basic stipend according to state government policy*” in para 5.5 should be interpreted for different states as tabulated below: Table 11

| Categories of States | The phrase “ <i>basic stipend according to state government policy</i> ” in NBEMS stipend guidelines should be interpreted as under: |
|--|--|
| | For NBEMS Diploma courses |
| States where the stipend to MD/MS and DM/MCh trainees of State Govt Medical Colleges is paid as a <i>consolidated sum</i> (without any break-up of basic pay and allowances) | The consolidated sum paid to MD/MS trainees of State Govt Medical Colleges |
| States where the stipend paid to MD/MS and DM/MCh trainees of State Govt Medical Colleges is structured as a “ <i>Basic pay plus various allowances</i> ” and paid as per recommendations of 7 th CPC | Pay level 10 of 7th CPC* The 1 st & 2 nd Year Diploma Trainees should be treated at par with the 1 st & 2 nd Year DNB Trainees for the purpose of Trainees. Cell 1 & 2 of pay level 10 in Pay matrix of 7 th CPC correspond to 1 st & 2 nd year of training respectively. |

* This does not include any kind of allowances as may be paid to MD/MS candidates in respective states. It is at liberty to the accredited hospitals to pay any allowances over and above the minimum sum prescribed by NBEMS.

5.7. Parity to the *basic stipend* paid by respective State Government should be maintained and rates of stipend may be periodically revised.

5.8. NBEMS accredited hospitals are at liberty to pay Diploma trainees a monthly stipend more than the minimum stipend prescribed by NBEMS.

5.9. It is also desirable that the hospital provides accommodation to their trainees in addition to their stipend. However, the hospital shall not reduce the stipend of the trainees in lieu of providing accommodations.

C. Functionaries of the applicant hospital

5.10. The applicant hospital shall designate the following authorities from its staff for diploma courses:

- i. **Head of the Institute/ Chief Medical Superintendent / Medical Superintendent / CMO In-charge /Civil Surgeon/ Director:** Nodal officer for compliance of the rules and guidelines governing the programme as prescribed by NBEMS.
- ii. **NBEMS Programme Co-ordinator (Single Point of Contact- SPoC):** He/She shall be the resource person either from the management or academic staff who shall communicate with NBEMS pertaining to smooth running of the Diploma courses. The communication from NBEMS shall be sent to SPoC. SPoC shall be responsible for filling up of the application form for accreditation with NBEMS in consultation with the hospital functionaries indicated at 5.14 and 5.16
- iii. **Head of the Department / Senior Faculty/ In-charge:** Designated head of the applicant department/Senior faculty/In-charge shall be responsible for all administrative formalities (such as verifying faculty declaration forms, signing applications/ various documents on behalf of the applicant department etc.) with NBEMS related to NBEMS Diploma courses. He/She shall be deciding the academic & duty/posting roster of NBEMS trainees.

5.11. It is mandatory that the applicant hospital nominates the aforesaid functionaries for the NBEMS Diploma courses and indicate the same prominently with contact telephone no, mobile no and email-ID at the hospital's Notice Board for the benefit of NBEMS trainees.

D. Grievance Redressal Committee (Accredited Hospital)

5.12. To address work-place based issues between the NBEMS trainees and NBEMS accredited hospitals, a Grievance Redressal Committee has to be mandatorily constituted at each of the accredited hospital.

5.13. The accredited hospitals shall be required to constitute this committee as per composition detailed below and widely notify the provisions made for addressing grievances of the DNB, FNB and Diploma trainees.

Table 12

| S. No. | Members | Role |
|--|--|----------|
| 1 | Head of the Institute/ Chief Medical Superintendent / Medical Superintendent /CMO In-charge /Civil Surgeon/ Director. | Chairman |
| 2 | Senior Faculty from Medical Specialty (In-House). | Member |
| 3 | Senior Faculty from Surgical Specialty (In-House). | Member |
| 4 | NBEMS programme Coordinator/SPOC of the hospital. | Member |
| 5 | Medical Superintendent/ HOD or equivalent in the hospital. | Member |
| 6 | Representative of NBEMS trainees of the hospital. | Member |
| 7 | External Medical Expert of the Rank of Professor of a Govt. Medical College (or equivalent) with Basic Science background. | Member |
| <p>One of the members of the Grievance Redressal Committee shall be female & one of the members shall be the representative of SC/ST community.</p> | | |

5.14. The Terms of Reference for this committee shall be as under:

- To attend to grievances of registered NBEMS candidates related to NBEMS training against the hospital.
- To attend to disciplinary issues related to Diploma training against registered NBEMS trainees of the hospital.
- To submit an action taken report to NBEMS in matters which are escalated for redressal at NBEMS level.

5.15. Any grievance related to Diploma training shall be attended by this committee. Such matter shall not ordinarily be entertained by NBEMS, however, if the complainant is not satisfied with the decision of the hospital Grievance Redressal Committee, such matters shall be forwarded for further adjudication by NBEMS.

6. Communication Protocol for Accreditation Purposes

6.1. The preferred mode for handling the accreditation related query shall be by email. The emails may be sent to accr@natboard.edu.in

6.2. Ordinarily, telephonic query will not be entertained; in case of the telephonic query the following information shall not be revealed under any circumstances:

- Internal movement of file
- Decision of NBEMS regarding grant/non-grant of accreditation
- Any claim/counter claim thereof
- Dates & venue of NBEMS meetings or name of the NBEMS officers or office bearers
- Any information which in the opinion of NBEMS cannot be revealed.

6.3. Communication shall only be processed if the same is issued by:

- Head of the Institute/ Chief Medical Superintendent / CMO In-charge /Civil Surgeon/ Director
- SPoC. In case of any changes in the SPoC, the hospital shall be required to first update the details of new SPoC on OAAP, before correspondence with new SPoC can be accepted by NBEMS.

6.4. Queries shall not be entertained from persons claiming themselves to be representative, associates or officiates of the applicant institute/ hospital.

6.5. Contact details:

| | |
|-----------------------|---|
| Email ID: | accr@natboard.edu.in |
| Postal Address | National Board of Examinations in Medical Sciences, Medical Enclave, Ansari Nagar, New Delhi -110029 |

6.6. Queries related to registration of trainees with NBEMS and counselling related matters are to be sent at reg@natboard.edu.in and counseling@natboard.edu.in respectively.



National Board of Examinations in Medical Sciences

Medical Enclave, Mahatma Gandhi Marg

Ring Road, New Delhi-110029

PH: 011-45493000, Fax: 011-45593009

Email: accr@natboard.edu.in 29; Website: www.natboard.edu.in

1848926/2020/MEP

ANNEXURE - 1

90/95

रजिस्ट्री सं. डी.एन.- 33004/99

REGD. No. D. L.-33004/99


भारत का राजपत्र
The Gazette of India

सी.जी.-डी.एन.ए. 33004/99/2020-220942
CG-DL-E-08082020-220942

असाधारण
EXTRAORDINARY
भाग II—खण्ड 3—उप-खण्ड (ii)
PART II—Section 3—Sub-section (ii)
प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

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नई दिल्ली, बुधस्वतिवार, अगस्त 6, 2020/श्रावण 15, 1942
NEW DELHI, THURSDAY, AUGUST 6, 2020/SHRAVANA 15, 1942

स्वास्थ्य और परिवार कल्याण मंत्रालय
(स्वास्थ्य और परिवार कल्याण विभाग)
अधिसूचना

नई दिल्ली, 6 अगस्त 2020

का.आ. 2629(अ).—भारतीय चिकित्सा परिषद् अधिनियम, 1956 (1956 का 102) की धारा 11 की उप - धारा (2) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए केंद्र सरकार एतद्वारा उक्त अधिनियम की प्रथम अनुसूची में आगे और निम्नलिखित संशोधन करती है, अर्थात:

राष्ट्रीय परीक्षा बोर्ड, नई दिल्ली द्वारा अनुदत्त निम्नलिखित व्यापक विशेषज्ञता डिप्लोमा पाठ्यक्रमों (एमबीबीएस के बाद दो वर्षीय पाठ्यक्रम) को अंतर्भूत किया जाएगा, अर्थात:-

| | |
|---|---|
| एनेस्थियोलॉजी में डिप्लोमा: डी.ए. (एन.बी.ई.) | यह अगस्त, 2020 के बाद राष्ट्रीय परीक्षा बोर्ड, नई दिल्ली द्वारा प्रदान किये जाने पर मान्यता प्राप्त चिकित्सा अहर्ता होगी। |
| प्रसूति एवं स्त्री रोग में डिप्लोमा: डी. जी. ओ. (एन.बी.ई.) | यह अगस्त, 2020 के बाद राष्ट्रीय परीक्षा बोर्ड, नई दिल्ली द्वारा प्रदान किये जाने पर मान्यता प्राप्त चिकित्सा अहर्ता होगी। |
| बाल चिकित्सा में डिप्लोमा: डी. सी. एच. (एन.बी.ई.) | यह अगस्त, 2020 के बाद राष्ट्रीय परीक्षा बोर्ड, नई दिल्ली द्वारा प्रदान किये जाने पर मान्यता प्राप्त चिकित्सा अहर्ता होगी। |
| पारिवारिक चिकित्सा में डिप्लोमा: | यह अगस्त, 2020 के बाद राष्ट्रीय परीक्षा बोर्ड, नई दिल्ली द्वारा प्रदान |

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THE GAZETTE OF INDIA : EXTRAORDINARY [PART II Sec. 3(ii)]

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| डी. एफ. एम. (एन.बी.ई.) | किये जाने पर मान्यता प्राप्त चिकित्सा अहर्ता होगी । |
| नेत्र विज्ञान में डिप्लोमा: डी. ओ. (एन.बी.ई.) | यह अगस्त, 2020 के बाद राष्ट्रीय परीक्षा बोर्ड, नई दिल्ली द्वारा प्रदान किये जाने पर मान्यता प्राप्त चिकित्सा अहर्ता होगी । |
| ईएनटी में डिप्लोमा: डी.एल.ओ. (एन.बी.ई.) | यह अगस्त, 2020 के बाद राष्ट्रीय परीक्षा बोर्ड, नई दिल्ली द्वारा प्रदान किये जाने पर मान्यता प्राप्त चिकित्सा अहर्ता होगी । |
| रेडियो डायग्नोसिस में डिप्लोमा: डी. एम. आर. डी. (एन.बी.ई.) | यह अगस्त, 2020 के बाद राष्ट्रीय परीक्षा बोर्ड, नई दिल्ली द्वारा प्रदान किये जाने पर मान्यता प्राप्त चिकित्सा अहर्ता होगी । |
| अथ रोग और द्वाती रोग में डिप्लोमा: डी. टी. सी. डी. (एन.बी.ई.) | यह अगस्त, 2020 के बाद राष्ट्रीय परीक्षा बोर्ड, नई दिल्ली द्वारा प्रदान किये जाने पर मान्यता प्राप्त चिकित्सा अहर्ता होगी । |

[मं.बी.11025/19/2014-एमईपी]

निपुण विनायक, संयुक्त सचिव

MINISTRY OF HEALTH AND FAMILY WELFARE

(Department of Health and Family Welfare)

NOTIFICATION

New Delhi, the 27th August, 2020

S.O. 2629(E). In exercise of the powers conferred by sub-section (2) of section 11 of the Indian Medical Council Act, 1956 (102 of 1956), the Central Government after consulting the Board of Governors in supersession of Medical Council of India, hereby makes the following further amendments in the First Schedule of the Act, namely:

The following Broad Specialty Diploma Courses (two year courses at post MBBS level) granted by the National Board of Examinations, New Delhi shall be inserted, namely

| | | |
|---|---|----------|
| Diploma in Anesthesiology: DA (NBE) | This shall be recognized medical qualification when granted by Board of Examinations, New Delhi after August, 2020. | National |
| Diploma in Obstetrics & Gynecology: DGO (NBE) | This shall be recognized medical qualification when granted by Board of Examinations, New Delhi after August, 2020. | National |
| Diploma in Pediatrics: DCH (NBE) | This shall be recognized medical qualification when granted by Board of Examinations, New Delhi after August, 2020. | National |
| Diploma in Family Medicine: D Fam. Med. (NBE) | This shall be recognized medical qualification when granted by Board of Examinations, New Delhi after August, 2020. | National |
| Diploma in Ophthalmology: DO (NBE) | This shall be recognized medical qualification when granted by Board of Examinations, New Delhi after August, 2020. | National |
| Diploma in ENT: DLO (NBE) | This shall be recognized medical qualification when granted by Board of Examinations, New Delhi after August, 2020. | National |
| Diploma in Radio Diagnosis: DMRD (NBE) | This shall be recognized medical qualification when granted by Board of Examinations, New Delhi after August, 2020. | National |
| Diploma in Tuberculosis & Chest Disease: DTCD (NBE) | This shall be recognized medical qualification when granted by Board of Examinations, New Delhi after August, 2020. | National |

[No.V.11025/19/2014-MEP

NIPUN VINAYAK, Jt. Secy.

6/24/2021

NBEMS Accreditation Agreement - (Accreditation Grant Period - JANUARY 2021 to DECEMBER 2025)

Annexure 2

AGREEMENT



Accreditation with National Board of Examinations in Medical Sciences

- ◆ Terms & Conditions
- ◆ Certificate of Adherence

Post MBBS Diploma Course(s)
Hospital / Institute Name with Address

Period of Accreditation:
JANUARY 2021 to DECEMBER 2025



LIST OF ABBREVIATIONS

| | | |
|-------|---|---|
| DNB | : | DIPLOMATE OF NATIONAL BOARD |
| DrNB | : | DOCTORATE OF NATIONAL BOARD |
| FNB | : | FELLOW OF NATIONAL BOARD |
| MoHFW | : | MINISTRY OF HEALTH & FAMILY WELFARE |
| NMC | : | NATIONAL MEDICAL COMMISSION |
| MCI | : | MEDICAL COUNCIL OF INDIA |
| MoU | : | MEMORANDUM OF UNDERSTANDING |
| OAAP | : | ONLINE ACCREDITATION APPLICATION PORTAL |
| SPoC | : | SINGLE POINT OF CONTACT |
| SPCB | : | STATE POLLUTION CONTROL BOARD |

Agreed & Accepted By:

Signature:

Name:

Designation:

(Please affix official stamp/seal of the hospital)



UIN-57864320-23147D2020-NBEM

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Agreed & Accepted By:

Signature: _____
Name: _____
Designation: _____

(Please affix official stamp/seal of the hospital)



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1. Accreditation: NBEMS Diploma Course

1.1. National Board of Examinations in Medical Sciences (NBEMS) is pleased to grant Provisional Accreditation for Post MBBS Diploma Course(s) at **Applicant Hospital Name With Address** _____ for a period of upto five (05) years i.e. **JANUARY 2021 to DECEMBER 2025** to provide NBEMS Post MBBS Diploma training, as indicated in Para 2 of this accreditation agreement, subject to accepting the terms & conditions as indicated in this accreditation agreement document. Accreditation so granted shall be reviewed through Annual Reviews conducted by NBEMS during the accredited period to reaffirm that minimum standards as prescribed by NBEMS are maintained by the accredited hospital.

2. Approved Faculty & Seats for the Course(s)

2.1. Faculty & Seat(s) Status in the department:

(Accreditation Grant Period: **JANUARY 2021 to DECEMBER 2025**)

| Sr. No. | Specialty | Faculty in the Department | Accredited Seat(s) per annum |
|---------|---|---------------------------------|------------------------------|
| 1 | Obstetrics and Gynaecology- DGO (NBEMS) | Faculty Name With Qualification | 1 (ONE) |
| 2 | Ophthalmology- DO (NBEMS) | Faculty Name With Qualification | 2 (TWO) |
| | | Faculty Name With Qualification | |

2.2. **Change in Faculty Status:** The accredited department is required to maintain the minimum required faculty strength at all times. However, if the Faculty indicated above is to be replaced, the same be carried out within 3 months under intimation to the NBEMS. The hospital may refer to the latest Information Bulletin for Accreditation with NBEMS for criteria so prescribed for being an eligible faculty for NBEMS Diploma Course(s). In case of any change in faculty during the accredited period, only eligible faculty shall be inducted as a replacement of faculty who has left.

Agreed & Accepted By:

Signature: _____

Name: _____

Designation: _____

(Please affix official stamp/seal of the hospital)



UIN-57864320-23147D2020-NBEM

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2.3. Newly introduced faculty in the accredited department shall be required to submit his/her biodata in the prescribed format with supportive documents such as:

- o Additional Qualification Registration Certificate (AQRC)
- o Form 16/16A, 26AS for respective assessment year
- o Letter of appointment from the accredited hospital and relieving letter from last employer, if any.

2.4. Proposed consultant(s) shall be added as NBEMS Diploma faculty on receipt of above mentioned documents and its acceptance by NBEMS.

2.5. Full time status of Faculty:

- **For Government/District Hospitals:** The faculty should be working full time in the hospital in accordance with the criteria/rules applicable to the concerned State/notified by the concerned State Government.
- **For Private/ other Hospitals:** The applicant hospital shall be the principal place of practice of the faculty in the department and working full time (6-8 hours per day) at the Applicant Hospital/Institution and the faculty shall have no other institutional attachments/affiliation with other hospitals/other units of the applicant hospital. However, the faculty are allowed to have their own private practice in a non-academic independent setup.

2.6. Part time and visiting consultant shall not be considered as a faculty for the NBEMS Accredited programme and shall not be counted for the purpose of accreditation of the applicant department.

2.7. NBEMS reserves its absolute rights to verify the full-time status of faculty and their qualifications in the applicant hospital through surprise assessment or on basis of evaluation of documents such as Form-16, Form-26AS, etc.

2.8. The faculty status in the department shall be reviewed annually with each Annual Review conducted by NBEMS. The hospital shall be required to confirm availability of minimum required faculty for continuation of accreditation during the provisionally accredited period. Details of newly introduced faculty in the department can be updated through **Online Accreditation Application Portal (OAAP)**. Approved faculty status in the department shall be reflected on Online Accreditation Application Portal.

Agreed & Accepted By:

Signature:
Name:
Designation:

(Please affix official stamp/seal of the hospital)



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3. NBEMS Diploma Training

A. Selection of Candidates:

3.1. Selection will be done through NEET-PG.

- a. It is absolutely binding on accredited hospitals to comply with the selection procedure for candidates as prescribed by NBEMS for Diploma courses.

B. Joining of Candidates:

3.2. Each selected candidate shall be given a prescribed time from the date of issuance of the allotment letter to report and join the allotted NBEMS accredited Medical College/Institution/Hospital.

3.3. Candidate has to begin his/her Diploma training as soon as he/she join the institute. Accredited hospital is required to submit the joining report of each candidate to NBEMS in prescribed format.

3.4. Joining of a candidate to NBEMS accredited institute through Centralized Merit Based Counseling is subject to medical fitness of the candidate as assessed/examined by the accredited hospital/ Institution. The medical examination of the candidate shall be done by the Medical Board of the concerned NBEMS accredited institute. Candidate found fit in the medical examination shall only be allowed to join Diploma course. NBEMS reserves its rights to take a final decision in the matter of the candidate being found unfit in medical examination and may undertake medical examination of candidate at its sole discretion.

3.5. All the accredited hospitals/institutions are advised to intimate the joining/non-joining of the candidates to NBEMS within stipulated time and take such steps as may be required to ensure compliance of NBEMS admission guidelines.

4. Approved Infrastructure, Facilities and Patient Load

A. The Accredited Hospital:

Agreed & Accepted By:

Signature: _____
Name: _____
Designation: _____

(Please affix official stamp/seal of the hospital)



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- 4.1. The accredited hospital is required to impart Diploma training to its trainees only at the approved clinical establishment in a single campus infrastructure; facilities, faculty and patient load of which have been proposed for seeking accreditation and has been assessed by NBEMS for said purpose.
- 4.2. Any clubbing of infrastructure, facilities and faculty of non-accredited hospitals/units of the applicant hospital is not permitted for the purpose of imparting training to NBEMS Diploma trainees.
- 4.3. It shall be the responsibility of the accredited hospital that mandatory regulatory/licensing approvals and all statutory requirement/clearances from the local authority/government for running such establishment are timely renewed and maintained valid.
- 4.4. In case of any change in infrastructure/shifting of hospital premises to a new location or change of management/ownership of the hospital, NBEMS shall be updated in a timely manner and necessary approval shall be sought for continuation of accreditation.

B. Minimum required beds in the accredited hospital:

- 4.5. The accredited hospital shall be required to maintain the minimum number of beds as necessitated by NBEMS accreditation criteria for continuing NBEMS accreditation.
- 4.6. Failure to comply with the NBEMS accreditation norms and/or to timely update NBEMS of crucial changes in relation to approved infrastructure for NBEMS Diploma course(s) would entail withdrawal of accreditation.
- 4.7. With introduction of newer NBEMS Diploma course(s) in the same hospital, the approved bed strength of existing Diploma course(s) shall not suffer.

C. Patient Load:

- 4.8. The accredited department shall maintain the minimum required patient load in OPD registrations and/or IPD admissions as per applicable NBEMS criteria indicated in the Information Bulletin.
- 4.9. In surgical disciplines, the surgical case load and spectrum of diagnosis in the accredited department shall be required to be maintained to minimum prescribed standards

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Designation: _____

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for continuing NBEMS Diploma accreditation.

4.10. Requisite support services and facilities for Diploma training shall be maintained during the period of accreditation.

5. Guidelines for Accredited Hospital

A. Training Charges & Fee Guidelines:

5.1. The training charges and fee guidelines shall be as per public notice dated: 15-01-2021 and can be seen at annexure I. The NBEMS trainees shall pay the annual course fee, for each year, directly to NBEMS. The annual course fee payable by an NBEMS trainee is as follows:

| Fee | GST @ 18% | Total |
|----------------|--------------|-----------------|
| Rs. 1,25,000/- | Rs. 22,500/- | Rs. 1,47,500/-* |

*Payment gateway charges shall be borne by the NBEMS trainee

5.2. The accredited hospital cannot charge any other fees like capitation fees, security deposit, security bond, and caution bond in the form of cash, fixed deposit, bank guarantee, and agreement by any instrument whatsoever. However, State Government owned District Hospitals applying under NBEMS Courses can implement a service bond with prior approval of NBEMS.

B. Stipend Guidelines

5.3. Paying monthly stipend to the NBEMS Post MBBS Diploma trainee is compulsory.

5.4. According to the NBEMS stipend policy, the hospital shall have to pay the NBEMS trainees a *basic stipend* as follows or *basic stipend according to state government policy* (whichever is higher):

NBEMS Post MBBS Diploma Course:

| Year of Diploma Training | Stipend (in INR) per month |
|--------------------------|----------------------------|
| • First Year | 35000/- |

Agreed & Accepted By:

Signature:

Name:

Designation:

(Please affix official stamp/seal of the hospital)



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Accreditation: Information bulletin for NBEMS Diploma Courses 2023

6/24/2021

NBEMS Accreditation Agreement - (Accreditation Grant Period - JANUARY 2021 to DECEMBER 2025)

Ref. No. NBEMS-ACCR-Diploma-Granted-23147-D-2020 Dated: 24-06-2021

Post MBBS Diploma Course(s)



| | |
|---------------|---------|
| • Second Year | 37000/- |
|---------------|---------|

5.5. The phrase "basic stipend according to state government policy" in aforesaid para should be interpreted for different states as detailed under:

| Categories of States | The phrase "basic stipend according to state government policy" in NBEMS stipend guidelines should be interpreted as under: | |
|---|---|---|
| | For DNB Broad Specialty trainees | For DNB Super Specialty & FNB trainees |
| States where the stipend to MD/MS and DM/MCh trainees of State Govt Medical Colleges is paid as a <i>consolidated sum</i> (without any break-up of basic pay and allowances) | The consolidated sum paid to MD/MS trainees of State Govt Medical Colleges | The consolidated sum paid to DM/MCh trainees of State Govt Medical Colleges |
| States where the stipend paid to MD/MS and DM/MCh trainees of State Govt Medical Colleges is structured as a "Basic pay plus various allowances" and paid as per recommendations of 7 th CPC | Pay level 10 of 7 th CPC * {Cell 1, 2 and 3 of pay level 10 in pay matrix of 7 th CPC correspond to first, second and third year of training respectively} | Pay level 11 of 7 th CPC * {Cell 1, 2 and 3 of pay level 11 in pay matrix of 7 th CPC correspond to first, second and third year of training respectively} |

*This does not include any kind of allowances as may be paid to MD/MS candidates in respective states. The accredited hospitals are at liberty to pay any allowances over and above the minimum sum prescribed by NBEMS.

5.6. The said stipend guidelines further require that parity to the basic stipend paid by respective State government should be maintained and rates of stipend may accordingly be periodically revised.

5.7. NBEMS accredited hospitals are required to comply with the NBEMS guidelines for payment of stipend. Failure to do so shall invite appropriate action as per applicable NBEMS norms including withdrawal of provisional accreditation and debarment from seeking accreditation in future for a period of upto 5 years from the date of revocation as decided by the NBEMS.

Agreed & Accepted By:

Signature:
 Name:
 Designation:

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5.8. 5.8. Stipend to NBEMS Diploma trainee shall be paid through electronic transfer only and shall not be paid in cash and/or kind.

C. Comprehensive Training Support Guidelines:

5.9. The accredited department should have facilities for thesis support, teaching aids, specimen, library facility and designated faculty members and staff that can take charge of the training programme and can also act as nodal authority for compliance of training programme.

5.10. 5.10. The applicant hospital shall designate the following authorities from its staff for NBEMS Diploma course(s):

- **Head of the Institute/ Chief Medical Superintendent / CMO In-charge /Civil Surgeon/ Director:** Nodal officer for compliance of the rules and guidelines governing the programme as prescribed by NBEMS.
- **NBEMS course Co-Ordinator (Single Point of Contact- SPoC):** He/She shall be the resource person either from the management or academic staff who shall communicate with NBEMS pertaining to smooth running of the Diploma courses. The communication from NBEMS shall be sent to SPoC. SPoC shall be responsible for filling up of the application form for accreditation with NBEMS in consultation with the hospital functionaries.
- **Head of the Department / Senior Faculty/ In-charge:** Designated head of the applicant department Senior faculty/In-charge shall be responsible for all administrative formalities (such as verifying faculty declaration forms, signing applications/ various documents on behalf of the applicant department etc.) with NBEMS related to NBEMS Diploma courses. He/She shall be deciding the academic & duty/posting roster of NBEMS trainees.

6. Communication Protocol with NBEMS for Accreditation Purposes:

6.1. The preferred mode for handling the accreditation related query shall be by email. The emails may be sent to accr@natboard.edu.in

Agreed & Accepted By:

Signature:

Name:

Designation:

(Please affix official stamp/seal of the hospital)



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Accreditation: Information bulletin for NBEMS Diploma Courses 2023

6/24/2021

NBEMS Accreditation Agreement - (Accreditation Grant Period - JANUARY 2021 to DECEMBER 2025)

Ref. No. NBEMS ACCR Diploma Granted 23147-D/2020 Dated: 24-06-2021

Post MBBS Diploma Course(s)



6.2. Ordinarily, telephonic query will not be entertained; in case of the telephonic query the following information shall not be revealed under any circumstances:

- Internal movement of file
- Decision of NBEMS regarding grant/non-grant of accreditation
- Any claim/counter claim thereof
- Dates & venue of NBEMS meetings or name of the NBEMS officers or office bearers
- Any information which in the opinion of NBEMS can not be revealed.

6.3. The accredited department shall be updated regarding accreditation related matters time to time through Online Accreditation Application Portal. It shall be the responsibility of the accredited hospital to get itself registered with the Online Accreditation Application Portal and remain abreast with the latest updates.

6.4. Communication shall only be processed if the same is issued by:

- Head of the Institute/ Chief Medical Superintendent / CMO In-charge (Civil Surgeon/ Director
- SPoC. In case of any changes in the SPoC, the hospital shall be required to first update the details of new SPoC on OAAP, before correspondence with new SPoC can be accepted by NBEMS.

6.5. Queries shall not be entertained from persons claiming themselves to be representative, associates or officiates of the applicant hospital.

6.6. Contact details:

| | |
|-----------------|---|
| Email ID: | accr@natboard.edu.in |
| Phone No: | 011-45593060 |
| Postal Address: | National Board of Examinations in Medical Sciences, Medical Enclave, Ansari Nagar, New Delhi - 110029 |

Agreed & Accepted By:

Signature:

Name:

Designation:

(Please affix official stamp/seal of the hospital)



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[https://accr.natboard.edu.in/online_user/acc_grant_letter_dip.php?token=6992079995105145363348236236081667488778742591579502047 ...](https://accr.natboard.edu.in/online_user/acc_grant_letter_dip.php?token=6992079995105145363348236236081667488778742591579502047...) 11/18



6.7. Queries related to registration of candidates and counselling related matters are to be sent at reg@natboard.edu.in and counseling@natboard.edu.in respectively.

7. Effect of Agreement:

A. Certificate of Adherence

7.1. The terms & conditions for accreditation agreement with NBEMS are detailed in this document. The accredited hospital is required to submit a Certificate of Adherence (Refer Annexure - II) to these terms & conditions.

7.2. A copy of this agreement duly agreed and accepted on each page shall be returned to NBEMS along with duly completed Certificate of Adherence within 7 days from the receipt/upload of this agreement, failing which the accredited seat(s) in the department may not be included in the Centralized Counseling.

7.3. NBEMS reserves its absolute rights to alter/modify/delete/amend any or all of the terms & conditions as given in this agreement or any of the terms governing the NBEMS Diploma Training course(s) including the schedule of entry/ exit examinations or any other item at any point of time.

7.4. The existing schedule, pattern, policy and guidelines for accreditation are for ready reference only but are not to be treated for the fact that the NBEMS is bound to follow the same in future.

7.5. In case of any ambiguity in interpretation of any of the instructions/terms / rules / criteria regarding the determination of eligibility / grant of accreditation/any of the information contained in the information bulletin/accreditation agreement, the interpretation of NBEMS shall be final and binding on all parties.

B. Annual Review

7.6. The grant of accreditation by NBEMS to a department for Diploma course is purely provisional and is governed by the terms and conditions as stated in the accreditation agreement and compliance to the same as verified in Annual Review of the department.

Agreed & Accepted By:

Signature:

Name:

Designation:

(Please affix official stamp/seal of the hospital)



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7.7. NBEMS shall undertake an Annual Review of the accredited department in the 2nd, 3rd & 4th year of the accreditation cycle, to ensure that the hospital is complying with the terms & conditions of the accreditation agreement and is fulfilling the minimum NBEMS accreditation criteria.

7.8. The accredited NBEMS Diploma seat of a department may be excluded from the counseling seat matrix if the hospital fails to successfully complete the Annual Review of the concerned diploma specialty.

7.9. *Submission of Additional Information/Compliance other than annual review:* In addition to annual review, any information related to accreditation shall be furnished by the accredited hospital whenever sought by the NBEMS or if there are changes in the faculty or infrastructure of the accredited hospital pursuant to the grant of accreditation.

C. Applying for Renewal of Accreditation

7.10. The hospital is required to apply for further renewal of accreditation along with prescribed accreditation fee in the year of expiry of provisional accreditation as per calendar of accreditation applicable then. *For instance, if the NBEMS Accreditation to a hospital for Post MBBS Diploma Course is valid upto December 2025, then the hospital is required to apply for renewal of accreditation in January/February 2025 accreditation application session i.e. around 9-10 months prior to expiry of the ongoing accreditation.*

7.11. In case the renewal application is not submitted in the time frame stipulated, the application for renewal of accreditation will be treated as an application for seeking fresh accreditation.

7.12. The Online Accreditation Application Portal will indicate the year in which the renewal application for a particular department needs to be submitted to NBEMS.

D. Withdrawal of Accreditation

7.13. The accreditation granted to the department is purely provisional and is at the discretion of the NBEMS. It may be withdrawn, if at any time, it is found that, the hospital is not complying with the accreditation norms, not maintaining minimum required faculty, training facilities & infrastructure etc., as per the minimum accreditation criteria prescribed by NBEMS, or if the hospital is found not complying with any of the guidelines issued by

Agreed & Accepted By:

Signature:

Name:

Designation:

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NBEMS from time to time or the hospital has violated any of the terms and conditions as contained in this agreement.

7.14. If any stage it comes to the notice of NBEMS that the accredited department has resorted to submission of false information or fabricated records for the purpose of seeking accreditation, this may lead to withdrawal of accreditation and debarment from seeking accreditation in future as well.

7.15. In an unlikely event of an ineligible department being granted accreditation, NBEMS reserves its absolute right to revoke the accreditation so granted to the department.

7.16. NBEMS reserves its absolute right to take appropriate action including but not limited to withdrawal of provisional accreditation and debarment from seeking accreditation in future for a period of upto 5 years from the date of revocation and impose penalty as deemed fit by NBEMS against any institute for not adhering to guidelines / policies / directions and/or the terms of the instant provisional accreditation agreement or providing incorrect/false information in the Annual Review or withdrawal of seats from the seat matrix after the counseling process has started.

E. Jurisdiction

7.17. The jurisdiction for any disputes shall be at Delhi /New Delhi only.

8. Grievance Redressal Committee (Accredited Hospital):

8.1. To address work-place based issues between the NBEMS trainees and NBEMS accredited hospitals, a Grievance Redressal Committee to be mandatorily constituted at each of the accredited hospital.

8.2. The accredited hospitals shall be required to constitute this committee as per composition tabulated below and widely notify the provisions made for addressing grievances of the NBEMS trainees.

| S.No. | Members | Role |
|-------|---------|------|
|-------|---------|------|

Agreed & Accepted By:

Signature: _____
Name: _____
Designation: _____

(Please affix official stamp/seal of the hospital)



UIN-57864320-23147D2020-NBEM

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Post MBBS Diploma Course(s)

| | | |
|----|--|----------|
| 1. | Head of the Institute / Chief Medical Superintendent / CMO In-charge / Civil Surgeon / Director. | Chairman |
| 2. | Senior Faculty from Medical Specialty (In-House) | Member |
| 3. | Senior Faculty from Surgical Specialty (In-House) | Member |
| 4. | NBEMS programme Coordinator/SPoC of the hospital | Member |
| 5. | Medical Superintendent / HOD or equivalent in the hospital | Member |
| 6. | Representative of NBEMS trainees of the hospital | Member |
| 7. | External Medical Expert of the Rank of Professor of a Government Medical College (or equivalent) with Basic Science background | Member |

8.3. The Terms of Reference for this committee shall be as under:

- o To attend to grievances of registered NBEMS trainees related to NBEMS training against the hospital.
- o To attend to disciplinary issues related to NBEMS training against registered NBEMS trainees of the hospital.
- o To submit an action taken report to NBEMS in matters which are escalated for redressal at NBEMS level.

8.4. Any grievance related to Diploma training shall be attended by this committee. Such matters shall not ordinarily be entertained by NBEMS, however, if the complainant is not satisfied with the decision of the hospital Grievance Redressal Committee, such matters along with minutes of the meeting(s) of Grievance Redressal Committee of the concerned accredited hospital shall be forwarded to NBEMS for further adjudication in the matter.

9. Reservation for In-service candidates:

50% of the Diploma seats in the Government District hospitals shall be reserved for in-service candidates of the concerned State. The remaining 50% seats in the Government District hospitals shall be open seats to be filled on all India basis. Statutory reservation for SC, ST, OBC & PWD candidates shall be applicable for the Diploma seats in the Government hospitals. The Government District hospitals accredited for Diploma seats shall be required to maintain the reservation roster for SC/ST/OBC candidates at their own level / State level.

Agreed & Accepted By:

Signature:

Name:

Designation:

(Please affix official stamp/seal of the hospital)



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Accreditation: Information bulletin for NBEMS Diploma Courses 2023

6/24/2021

NBEMS Accreditation Agreement - (Accreditation Grant Period - JANUARY 2021 to DECEMBER 2025)

Ref. No. NBEMS/ACCR/Diploma/Granted/23147-D/2020/ Dated: 24-06-2021

Post MBBS Diploma Course(s)



The certificate should be made on a Non Judicial Stamp Paper (duly notarised/attested by Magistrate) and submitted to National Board of Examinations in Medical Sciences.

I, Dr. _____, am duly competent/authorized by the Trust/Society/Company/Institute named _____ to sign this agreement on its behalf and have read all the terms & conditions of this accreditation agreement.

I, Dr. _____, hereby undertake that the terms & conditions indicated in the accreditation agreement for grant of accreditation to Post MBBS Diploma Course(s) in Obstetrics and Gynaecology- DGO (NBEMS), Ophthalmology- DO (NBEMS) vide Ref. No. NBEMS/ACCR/Diploma/Granted/_____/2020/ Dated: 24-06-2021, are agreed and accepted for compliance.

Signature with official stamp of Authorized administrative signatory of this hospital

Name of Authorized administrative signatory of this hospital

Complete Correspondence Address

Mobile Number: _____

Office Phone Number: _____

Agreed & Accepted By:

Signature: _____

Name: _____

Designation: _____

(Please affix official stamp/seal of the hospital)



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Annexure 3



NATIONAL BOARD OF EXAMINATIONS
NEW DELHI

Dated: 15-01-2021

NOTICE

Kind Attn. : NBE accredited hospitals and all NBE trainees.

Subject : Payment of annual course fee by NBE trainees directly to NBE

1. NBE trainees undergoing training for various Broad Specialty (DNB), Super Specialty (DrNB) and Fellowship courses (FNB) shall, henceforth, be required to pay the annual course fee, for each year, directly to NBE. This is applicable for all the years of training as tabulated below:

| S. No. | Course Type | Duration of training (in years) |
|--------|---|---------------------------------|
| i. | Post MBBS Broad Specialty (DNB) | 3 |
| ii. | Post Diploma Broad Specialty (DNB) | 2 |
| iii. | Super Specialty (DrNB) | 3 |
| iv. | Fellowship (FNB) | 2 |
| v. | Post MBBS Direct six-years courses (DrNB) | 6 |

2. NBE trainees shall no longer be required to pay the annual course fee directly to the hospitals where they are undergoing training.
3. The annual course fee payable by an NBE trainee is as follows:

| Fee | GST @ 18% | Total |
|----------------|--------------|-----------------|
| Rs. 1,25,000/- | Rs. 22,500/- | Rs. 1,47,500/-* |

*Payment gateway charges shall be borne by the NBE trainee

4. The entire annual course fee is to be paid as one single transaction. Further, it is to be noted that the payment of GST, presently @ 18%, is mandatory as per government directives.
5. In case the hospital does not provide accommodation/ residential facilities, the NBE trainee is eligible to claim refund of the accommodation fee of Rs. 20,000/- per year directly from the concerned hospital.
6. The annual course fee shall be paid by the NBE trainees only through online mode, and only into the following bank account:

| Bank Name | A/c No. | IFS Code | Bank Branch Address |
|-------------|-------------|-------------|---|
| Indian Bank | 6626884 509 | IDIB000D046 | Aggarwal Mall, 1st Floor, Ashirwad Chowk, Sector-5, Dwarka, New Delhi -110075 |

7. The receipt of the annual course fee payment to NBE, along with requisite details, shall mandatorily be sent by the NBE trainees to coursefee@natboard.edu.in in the following format within two weeks of the payment of the annual course fee:

| | |
|---|----------------------|
| Name of the trainee | |
| Specialty in which the training is being undertaken | |
| Name of the hospital | |
| Date of joining of NBE training by the trainee | |
| Mobile Number | |
| Date of Transaction | |
| UTR No. of Transaction | |
| Amount | |
| Account Number and Bank IFS Code from which payment has been made | Account No. IFS Code |

8. NBE trainees may note that if they have paid the annual course fee directly to the hospital before issuance of this notice, proof of payment of such fees Directly to the concerned hospital, along with the details available at para 7 Is to be sent to coursefee@natboard.edu.in
9. The annual course fee, along with the GST, for each NBE trainee shall be Transferred by NBE to the concerned hospital in bi-annual instalments i.e. each Instalment shall be 50% of the annual course fee, along with GST.
10. Failure to pay the annual course fee to the NBE, and share the Requisite details as mentioned in paragraph 7, shall lead to de-registration and the candidature of the NBE trainee shall stand cancelled.
11. For any queries, please write to NBE at coursefee@natboard.edu.in



NBE